



## SurfAid International Australia Conflict of Interest Policy

### Definitions

*Conflict of Interest* - Occurs when an individual's personal interests impair an individual's responsibility, and ability to act in the best interests of the organisation. A conflict of interest can be actual, potential or perceived.

### Policy Statement

SurfAid is committed to avoiding conflicts of interest at all levels of our organisation and our operations.

Board members and staff are prohibited from engaging in any activity, practice or act which conflicts with the interests of SurfAid International Australia (SurfAid) or its donors, beneficiaries or suppliers.

It is difficult, if not impossible, to describe all of the situations which may arise involving conflicts of interest; this list is not intended to be exhaustive. Several examples of conflicts of interest, which should always be avoided, are set forth below. Any situation that creates an actual conflict of loyalty or interest, or even the appearance of such a conflict, must be scrupulously avoided.

- No Board Member, or staff, or his or her associates shall accept or retain gifts or inducements from any person, company or other entity (government or non-government) engaging in or seeking to engage in commercial activity with SurfAid in any circumstances where it is the case or might reasonably be inferred that the purpose of the gift or inducement is to influence the Board member or staff in the conduct of SurfAid business.
- All procurement processes are to be conducted in accordance with SurfAid's Procurement Policy, which is complementary to this Conflict of Interest Policy.

### Material personal interest

In order to avoid conflicts of interest occurring at the board level, conflicts of interest are a standing item on the agenda for board meetings.

A Board member's duty is to disclose if a board member or associates has a material personal interest in a matter that relates to the affairs of SurfAid. The notice required must include details of the nature and extent of the interest, and the relation of the interest to the affairs of the organisation; and be given during a Board members' meeting as soon as

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practicable after the Board member becomes aware of their interest in the matter.

A Board member who has a material personal interest in a matter that is being considered at a Board meeting shall not: be present while the matter is being considered at the meeting; nor vote on the relevant matter without the consent of all other Board members.

Approved: February, 2018

Date for next review: February, 2020

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SurfAid International Australia is a member of the Australian Council for International Development (ACFID) and is a signatory to the ACFID Code of Conduct. The Code requires members to meet high standards of corporate governance, public accountability and financial management. Complaints relating to alleged breaches of the Code of Conduct by any signatory agency can be made by any staff member or member of the public to the [ACFID Code of Conduct Committee](#). More information about the ACFID Code of Conduct can be obtained from SurfAid International or from ACFID at: W: <http://www.acfid.asn.au/> E: [code@acfid.asn.au](mailto:code@acfid.asn.au)